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FBIS-1155/85

13 MAR 1985

MEMORANDUM FOR: Deputy Director for Science and Technology

FROM

[redacted]
Director, Foreign Broadcast Information Service

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SUBJECT: Recommendation for Quality Step Increase -

[redacted], GS 12/3 [redacted]

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1. This memorandum recommends that [redacted] the Greek, Greek-Cypriot and Portuguese specialist of FBIS's Western Europe Branch, be awarded a Quality Step Increase for her sustained superior performance since her last promotion in January 1983. She is a GS 12/3 and has not previously received a Quality Step Increase. [redacted]

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2. Through her exceptional linguistic capacity, area expertise, versatility and unbounded enthusiasm, [redacted] has consistently demonstrated the highest professional standards in the performance of her duties as a foreign documents officer. This recommendation focuses on three areas of excellence for which [redacted] has merited particular recognition: her exhaustive and meticulous response to intelligence requirements, her versatile, multi-lingual capabilities, and her skills in reverse translation and interpretation. [redacted]

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3. [redacted] has continuously displayed a prodigious capacity for high-volume, high-quality work. The geographic scope of her tasks encompasses both ends of the Mediterranean and an equally diverse range of issues. To meet open-source collection requirements, [redacted] exploits 24 Greek and Greek-Cypriot sources and 17 Portuguese publications. Moreover, she has taken the initiative to write several Foreign Press Notes that have addressed timely issues in Portugal, Greece and Cyprus. The Chief of EURA/WE has praised the incisiveness of her coverage as "exemplary" and "invaluable", observing that "analysts with whom [redacted] has worked have on a number of occasions mentioned her enthusiasm in answering special requests and her initiative in tracking important political and economic developments through the local news media." [redacted] also brings a unique cultural insight to her work that has proved invaluable. This insight--the product of her upbringing and wide travel overseas--has contributed greatly to the constant support she provides such offices as OGI's Political Psychology Branch and EURA's Political-Social Issues Branch, whose efforts focus on personality assessment and the role of cultural traits and trends. [redacted]

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4. In addition to the support provided analysts throughout the community, [] is sensitive to the issues and requirements of other geographic areas and regularly provides material--usually in translated form--to her Production Group colleagues and to the Daily Report. Although already having a full plate, [] responds to classified ad hoc requests with an alacrity and a versatility that have become her trademarks. In just the final quarter of last year, she translated on a priority basis a 27-page document detailing [] contributed to the translation of the Italian indictment of Agca's accomplices, and participated in the translation from Spanish of the manual PSYCHOLOGICAL OPERATIONS IN GUERRILLA WARFARE. Not satisfied with her credentials, she is brushing up on her Persian and working to further enhance her area knowledge by attending professional conferences on Portugal and Greece. []

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5. []'s personnel file abounds with commendations for her French reverse translations and interpretation duties. With a native command of French, she has supported Agency activities at Headquarters and overseas. Her achievements include the same-day reverse translation of a DCI letter to [] and the reverse translation of lengthy documents on terrorism in Lebanon--work that the DDO praised for being "completed in advance of our deadline, very clear and concise, and presented in a clean, professional format." []'s work as an interpreter has been consistently and enthusiastically applauded. Among her assignments she interpreted with distinction during DDI/NESA and OGI briefings [] was praised by DDO's Chief, Near East-South Asia Division for her "excellent translation" and "outstanding performance" during briefings for top Tunisian service officials; and was praised by the DDO's Chief, European Division for her "significant contribution" to high-level liaison meetings [], during which "we could always rely on [] to be accurate as well as tactful and pleasant. [] professionalism and dedication bring credit to the CIA." Not limiting herself to Headquarters duty, she rendered "excellent" service in Togo last year as interpreter during bomb squad training. []

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6. The proposed Quality Step Increase would be an appropriate mark of recognition for []'s sustained superlative performance of her duties over the last two years. []

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APPROVED:

Deputy Director for Science and Technology_____
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